

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held February 27, 2018, in the Clearwater County Council Chambers in Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:00 am by Reeve Vandermeer with the following being present:

Reeve
Councillors

John Vandermeer
Jim Duncan
Cammie Laird
Daryl Lougheed
Theresa Laing
Tim Hoven
Michelle Swanson

Staff:

Interim Chief Administrative Officer
Recording Secretary
Director, Corporate Services
Director, Public Works Infrastructure
Director, Agriculture and
Community Services
Director, Public Works Operations

Rick Emmons
Tracy Haight
Murray Hagan
Erik Hansen

Matt Martinson
Kurt Magnus

Public:

Helge Nome
Marianne Cole
Floyd Chambers

**AGENDA,
APPROVAL:**

The following items were added to the February 13, 2018, Regular Meeting Agenda:

- Verbal Reports from Councillors Swanson, Hoven, and Laing under Item H4;
- Letter of Support – Village of Caroline ‘Seniors Independent Living Initiative’ was added as Item G5.

COUNCILLOR LOUGHEED: That the February 27, 2018 Regular Meeting Agenda is adopted as amended.

087/18

CARRIED

**CONFIRMATION
OF MINUTES:**

1. February 13, 2018 Regular Meeting Minutes

COUNCILLOR DUNCAN: That the Minutes of the February 13, 2018, Regular Meeting are adopted as circulated.

088/18

CARRIED

**PUBLIC
WORKS:**

1. Endeavour to Assist Program Policy Review

Amendments to the 'Endeavour to Assist Program' policy removes Clearwater County and the Province of Alberta's exemption from contributing to costs incurred by a Developer for the construction of, or enhancement to publicly owned infrastructure and requires the Developer to submit a detailed cost breakdown for verification with the program application.

COUNCILLOR SWANSON: That Council approves amendments to the 'Endeavour to Assist Program' policy; and, adopts the 'Endeavour to Assist Program' policy as amended.

089/18

CARRIED

E. Hansen and K. Magnus left the meeting.

**AGRICULTURE
& COMMUNITY
SERVICES:**

1. Eckville Arena Request

The Eckville Arena Operating Association sent a letter to Council asking that Council consider participating in the development of a funding model, based on membership residency, to support the arena's capital costs for emergent roof repair.

Discussion took place and it was noted that Clearwater and Lacombe Counties are meeting to discuss development of an Intermunicipal Collaboration Framework between the two neighbouring municipalities.

COUNCILLOR LAING: That Council adds a discussion item to the Clearwater and Lacombe Counties meeting agenda regarding Eckville Arena Operating Association's request for development of a funding model to support arena capital costs.

090/18

DEFEATED

Shaelynn Poteet joined the meeting.

2. Parkland Regional Library Request for Proposal

Parkland Regional Library (PRL) released a Request for Proposal (RFP) for member municipalities to assist PRL in acquiring/constructing a new headquarters building by either sharing facilities, loaning funds to PRL or borrowing funds on PRL's behalf.

COUNCILLOR LOUGHEED: That Council receives Parkland Regional Library's Request for Proposal for information as presented.

091/18

CARRIED

M. Martinson left the meeting.

CORPORATE SERVICES:

1. 2017 Audit Planning Letter

Metrix Group LLP, formerly known as Hawkings Epp Dumont LLP, are Clearwater County's appointed municipal auditors for fiscal years ending December 31, 2017 and 2018. The recently submitted 2017 Audit Planning letter outlines services provided, auditor and municipal administration responsibilities, planned scope and timing of the audit, audit fees, and communication of the audit results. Audit planning also includes opportunity for Council to meet with the auditors to discuss any specific items.

COUNCILLOR HOVEN: That Council receives the 2017 Audit Planning Letter for information and directs Administration to coordinate a meeting between Council and external auditors if Council has any specific items to discuss.

092/18

CARRIED

2. Draft Designated Industrial Property (DIP) Hybrid Assessment Contract

Clearwater County received the municipal contract, 'Transitional Hybrid Assessment Approach for Centralized Industrial Property Assessment', as well as a 'Delegation of Authority' to be signed by the municipal assessor, from Alberta Municipal Affairs.

The contract provides compensation for costs incurred by the municipality for assessing designated industrial properties (DIP) on behalf of the provincial assessor. The 'Delegation of Authority' authorizes the municipal assessor to prepare and defend assessments related to DIP.

Administration is aware of several municipalities that have sent, or intend to do so, a letter drafted by legal counsel to the Minister of Municipal Affairs requesting further information and recommending amendments to contract terms prior to signing.

Discussion took place and it was noted although there are concerns with certain provisions of the contract, participation in the hybrid approach is in the best interests of the County to ensure continued access to information related to DIP assessments.

COUNCILLOR LAIRD: That Council directs Administration to: complete and sign the 'Transitional Hybrid Assessment Approach for Centralized Industrial Property Assessment' municipal contract; and, request Clearwater County's Municipal Assessor to sign the Delegation of Authority form by February 28, 2018.

093/18

CARRIED

MUNICIPAL:

1. Council Compensation Committee Appointments

Discussion took place on composition of the Council Compensation Committee.

COUNCILLOR DUNCAN: That the Council Compensation Committee composition is four citizens-at-large and one past member of Council.

094/18

DEFEATED

COUNCILLOR LAING: That the Council Compensation Committee composition is three citizens-at-large and two past members of Council.

095/18

CARRIED

COUNCILLOR SWANSON: That Council authorizes the use of secret ballot for electing four citizens-at-large to the Council Compensation Committee

096/18

CARRIED

COUNCILLOR SWANSON: That Council authorizes the use of secret ballot for electing two past members of Council to the Council Compensation Committee.

097/18

CARRIED

Ballots were distributed, collected and counted by Administration.

COUNCILLOR DUNCAN: That Council directs the Council Compensation Committee to present final report with recommendations for councillor remuneration to Council by June 30, 2018.

098/18

CARRIED

COUNCILLOR LAIRD: That Council directs the Council Compensation Committee to meet with Council on April 24 or May 8, 2018, to discuss elected official's duties and time commitments.

99/18

CARRIED

COUNCILLOR HOVEN: That Council appoints Darryl Park, Lynn Webster and Dickson Wood as citizens-at-large; and, Ken Qally and Dick Wymenga as past members of Council to the Council Compensation Committee for a four-month term, effective March 1 to June 30, 2018.

100/18

CARRIED

COUNCILLOR DUNCAN: That the ballots from elections be destroyed.

101/18

CARRIED

2. Draft Chief Administrative Officer (CAO) Position Description

Discussion took place on the draft description for the Chief Administrative Officer position, and amendments were made.

COUNCILLOR SWANSON: That Council amends the draft Chief Administrative Officer position description, and approves the Chief Administrative Officer position description as amended.

102/18

CARRIED

RECESS:

Reeve Vandermeer recessed the meeting at 9:58 am.

CALL TO ORDER:

Reeve Vandermeer called the meeting to order at 10:17 am with the following people present: Councillors Duncan, Laird, Loughheed, Laing, Hoven and Swanson; Marianne Cole, Floyd Chambers, Jennifer McDougall, Shaelynn Poteet, Murray Hagan, Rick Emmons, Christine Heggart and Tracy Haight.

3. Public Engagement Dates – Leslieville and Condor Fire Halls

On January 15, 2018, the Agenda and Priorities Council Committee recommended Council review alternative options for amalgamating Clearwater Regional Fire Rescue Services fire stations in Condor and Leslieville and move forward with additional public consultation.

While Administration is in the process of developing a draft public presentation, it is recommended to set dates for two open houses for end of March or April so advertising requirements can be met.

COUNCILLOR LAIRD: That Council sets April 3, 4 and alternatively April 5, 2018, dependent on venue availability, for conducting two open houses and fire station tours in Condor and Leslieville for public consultation on alternative options for amalgamating Condor and Leslieville fire stations.

103/18

CARRIED

Mayor John Rimmer joined the meeting. Jennifer McDougall joined the meeting.

5. Letter of Support

Mayor Rimmer requested that Council consider providing a letter of support for Village of Caroline Council's initiative to investigate the possibility of developing additional senior independent-living housing units within the Village. He stated that many seniors are having to move outside of their community as there aren't enough units in the Village to meet the demand.

Mayor Rimmer responded to questions and confirmed the initiative includes identifying the level of support from Village and surrounding County residents and identifying housing development options. He also confirmed the initiative does not require funding at this time.

COUNCILLOR LAIRD: That Council directs Administration to draft a letter of support for Village of Caroline's Seniors Independent-Living Initiative for investigating options for senior housing development within the area of the Village of Caroline.

104/18

CARRIED

Mayor Rimmer left the meeting.

4. DRAFT Clearwater County Broadband Policy

The draft 'Clearwater County Broadband' policy, developed as per recommendations from the Agenda and Priorities Council Committee on January 15, 2018; and, Council direction on January 23, 2018, was reviewed.

Discussion followed, and amendments were made.

COUNCILLOR SWANSON: That Council amends the 'Clearwater County Broadband' policy as discussed, and adopts the 'Clearwater County Broadband' policy as amended.

105/18

CARRIED

INFORMATION:

1. Interim CAO's Report

R. Emmons reported the following:

- Alberta Emergency Management Agency's Municipal Elected Officials course scheduled for March 14 in Sylvan Lake Summer Village.
- The Government of Alberta froze Assessment Year Modifiers for the 2018 taxation year, however there is no significant concern or impact to Clearwater County's 2018 budget as the County experienced an overall increase to the linear assessment base.
- A 'Municipal Communications' workshop, hosted by Alberta Counsel is scheduled on March 21, 2018.
- Administration is researching municipal responsibilities regarding legalized cannabis for recreational production, sales and consumption and will provide recommendations to Council in the near future.

COUNCILLOR DUNCAN: That Council authorizes councillors' attendance at the 'Municipal Communications' workshop on March 21, 2018.

106/18

CARRIED

COUNCILLOR LAIRD: That Council authorizes councillors' attendance, retroactively, at MLA Jason Nixon's Town Hall meeting on February 7.

107/18

CARRIED

Jennifer McDougall left the meeting.

2. Public Works Directors' Report

R. Emmons reviewed the February 27, 2018, Public Works Directors' Report as submitted.

3. Councillor's Verbal Report

Councillor Swanson reported on Red Deer Canada Games 2019 'One Year Out' meeting and the Growing Rural Tourism conference she attended.

Councillor Hoven reported on the Clearwater Community Police Advisory Committee meeting he attended.

Councillor Laing reported on the Growing Rural Tourism conference she attended.

Councillor Laird noted her February 2018 Councillor Remuneration form will reflect amendments regarding meeting/workshop attendance in January 2018.

COUNCILLOR LAING: That Council receives the Interim CAO's Report, Public Works Directors' Report, Accounts Payable, Councillor's Verbal Report, Councillor Remuneration and, Central Alberta Tourism Alliance – 2017 Year End Review for information as presented.

108/18

CARRIED

ADJOURNMENT:
11:32 am

COUNCILLOR LAIRD: That the Meeting adjourns.

109/18

CARRIED



REEVE


INTERIM CHIEF ADMINISTRATIVE OFFICER